

Staff Accountant City of Oak Creek, WI

Staff Accountant, Oak Creek, WI (pop. 36,497). Located along the western shore of Lake Michigan, Oak Creek is in the midst of a development boom and is one of the fastest growing cities in Wisconsin. In two decades, the City's population grew over 25 percent, and substantial growth is projected into the future. Adding vibrancy and a sense of place to the community, the City's Drexel Town Square features a significant mixed-use development anchored by a civic center plaza, City Hall, and Library facility.

The City of Oak Creek is seeking a Staff Accountant with strong analytical and interpersonal skills to perform a variety of technical and administrative duties requiring knowledge of general accepted accounting principles (GAAP) and financial operations. Responsibilities include:

- Administering accounts payable to insure proper payment to vendors and proper recording of items consistent with the approved budget;
- Reviewing receipts to maintain financial integrity of revenues received;
- Preparing journal entries to ensure the proper administration of the City's financial affairs and fiscal records.

The next Staff Accountant will be an energetic professional who is approachable and pragmatic. The successful candidate will:

- Be comfortable working in a fast-paced and rewarding environment;
- Possess a passion for public service;
- Have a commitment to high professional and ethical standards; and
- Have an inclusive work style, as well as clear, concise, and open communication skills.

Candidates should also have:

- A Bachelor's degree in Accounting, Finance, or a related field;
- Two to three years of governmental accounting or finance experience;
- Minimum of two years in other accounting experience; and
- Any equivalent combination of education and experience.

The Staff Account position has a salary range of \$44,916 - \$57,242, with an anticipated starting salary around the midpoint, depending on qualifications. The City's benefit package is competitive and includes:

- Participation in the fully-funded [Wisconsin Retirement System \(WRS\) pension program](#), a defined-benefit public pension program that is among the healthiest in the United States;
- Participation in the [Wisconsin Public Employers Group Life Insurance](#) program, which allows employees to purchase up to five times their annual salary in coverage at a competitive price;
- Employer-sponsored health insurance with the City paying 90% of the premium;
 - Employee contribution for family coverage = \$117.90 per bi-weekly paycheck
 - Employee contribution for single + 1 coverage = \$89.18 per bi-weekly paycheck
 - Employee contribution for family coverage = \$45.57 per bi-weekly paycheck
- Employer-sponsored dental insurance with the City paying 100% of the premium; and

- Voluntary participation in a 457(b) deferred compensation plan with employee contributions made on a pre-tax basis;
- Long-term disability (LTD) insurance with the City paying the premium for the first \$27,000 of benefit;
- Paid parental leave up to 80 hours during a 12-month period; and
- An organization that values flexibility and a healthy work-life balance for you and your loved ones.

Interested candidates should apply by April 25, 2022 by submitting a completed application, cover letter, and resume to www.oakcreekwi.gov/jobs.